

BUG-L Minutes

October 20, 2009

MEMBERS PRESENT:

Judy Blevins
David Daniel
Pat Gebhart
Mary Ellen Heuton
Garnet McKinley
Kelli Raines
Erica Thomas

Meeting called to order at 9:00 a.m.

OLD BUSINESS:

Minutes from the September meeting were approved.

BANNER OVERSIGHT COMMITTEE – Garnet reported that the BOC will begin a project to incorporate new software that will streamline employee processing. Banner self-service Finance and HR are part of this software. It especially will benefit the student side, specifically the Bursar. Once implemented, training throughout the university will be required.

PAYROLL TRAINING – Mary Ellen has decided to wait on this until after the first of the year. Processes are changing and they want to have those in place before training is offered.

BANNER TRAVEL TRAINING – Mary Ellen reported in Juanita's absence that the State of West Virginia is using Marshall as a test site for electronic travel reporting, which begins in January 2010.

SPAIDEN SECURITY CLASS REPORT – David said the script is working but security class issues still exist. This investigation continues to be a work in progress. Mary Ellen suggested that the identity management subcommittee could provide assistance with this if needed.

NEW BUSINESS:

TRAINER FOR BANNER ON-LINE INQUIRY AND DATA EXTRACT – Judy announced to the group that Linda Mollohan has retired. In light of her departure, an interim trainer needs to be identified for this course until Linda's position is filled. Mary Ellen will discuss the possibility with Selah Wilson and report back to the committee next month.

BANNER HR VIEW TRAINING – Erica announced that she and Glenna Racer will be assuming training responsibilities for this course. The program content will be revised and should be ready by January 2010. This course is suspended until that date.

BANNER HR PRIVILEGES FORM – Erica said the privileges form needs to be redesigned. She will have a draft ready for committee members to review at the next meeting.

OTHER ITEMS

PROCESSES COUNCIL – Discussion evolved regarding how closely related departments are and how processes affect them both directly and indirectly. An example is Payroll and HR. Mary Ellen suggested that perhaps we could create a “Processes Council” for lack of a better term. We need to work together to see how we can streamline what we do as a team effort rather than each unit doing their “own thing” not realizing the ramifications down the road. Quality assurance of information is vital to both Payroll and HR.

Judy asked Kelli to report on the creation of the Associate Directors Council to help facilitate interactions between the university’s student services offices. This came about as a result of customer service training and Kelli stepped up to the plate to coordinate. The group meets by-monthly. It has been a successful endeavor with even long-term staff members learning how the domino theory affects the next department, and so on, and so on. As Kelli stated, “The hope is that the coordination of processes in this forum will allow us to provide better customer service to prospective and current students.”

Meeting was adjourned at 10:00 a.m.